

## **Subject Lead Job Description (TLR 2b/2c/3)**

### **Job Purpose**

- To lead and manage a subject area/group, and to be accountable for student progress and attainment in that area;
- To assist the Assistant Headteacher by raising standards of student attainment and achievement in these subjects and to monitor and support student progress;
- To ensure that appropriate cover arrangements for classes are made when staff are absent in the subject area/s.

**Reporting to:** Assistant Headteacher

**Responsible for:** Named members of the subject area (which may include members of the support staff if appropriate)

**Liaising with:** Assistant Headteacher, teaching and support staff in the faculty, relevant staff with cross College responsibilities, relevant support staff, LEA staff, governors and parents.

### **MAIN DUTIES**

#### **Strategic Leadership**

- To lead on the implementation and evaluation of the subject improvement plan that links to the College Development Plan and subject specific priorities.
- To represent the subject at Heads of Subject meetings, Faculty meetings and Extended Leadership Team meetings.
- To be subject representative for PP, SEN or another priority student group identified in the college or faculty improvement plans.

#### **Curriculum**

- To lead, manage and develop student attainment across one subject area/group.
- To be accountable for the planning, delivery and assessment of that subject area, including the development of syllabi, differentiated resources, Schemes of Work and assessment strategies.
- To keep up to date with national, regional and local developments in the subject area and to actively monitor and respond to them, disseminating this knowledge to the relevant members of staff.

#### **Quality Assurance**

- To carry out subject self-evaluation (in line with College policy) as a means of informing about subject practice and identifying areas for development.
- To monitor annual targets for the subject area.
- To monitor student standards and attainment in their subject against annual targets.
- To quality control subject reports.

#### **Management Information**

- To ensure that accurate and up-to-date information concerning the subject is on the management information system (Go 4 Schools);
- To analyse and evaluate performance data for the subject area and take appropriate action in response.

### **Staff Development / Deployment of Staff**

- To be Performance Manager for identified staff members in the subject area, carrying out performance management reviews in line with College policy and setting challenging objectives;
- To lead, develop and enhance the teaching practice of the staff within the subject, in particular for those who are directly Performance Management;
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the subject, liaising with the relevant staff to secure appropriate cover;
- To participate in the recruitment and interview process for members of the subject.

### **Resources**

- To oversee and evaluate the subject budget allocation to ensure it is spent in line with subject and CIP priorities and best value principles, where appropriate.

### **Teaching**

- To undertake an appropriate ratio of teaching to allow for fulfilment of role of Head of Subject and any additional responsibilities.

### **Pastoral System**

- To support the Assistant Headteacher in ensuring that good behaviour management is implemented in the subject so that effective learning can take place;
- To act as a House Coach / Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

### **Standards**

- Support the aims and ethos of the College;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in open evenings;
- Uphold the College's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings.

### **Maintenance of Professional Standards:**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the College and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the College;
- Ensure the development and maintenance of a team culture that enables all members of your team to be effective in their respective roles.

### **Other Specific Duties:**

- To play a full part in the life of the college community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example;
- To continue personal professional development as agreed;
- To engage actively in the performance review process;
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate;
- To undertake any other duty as specified by STRB not mentioned in the above.
- May be required to work outside of normal school hours as part of directed time when performing the role of Subject Leader effectively or supporting the Assistant Headteacher.

The duties outlined in this job description are in addition to those covered by the latest College Teachers' Pay and Conditions Document.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description is current in September 2020, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the College in line with the College Improvement Plan.